
OREGON STUDENT ACCOUNTING MANUAL

FOR THE 2011-12 SCHOOL YEAR

OREGON DEPARTMENT OF EDUCATION

SALEM, OREGON



Susan Castillo, State Superintendent of Public Instruction

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This document was produced by
Oregon Department of Education
Office of Assessment and Information Services
Public Service Building
255 Capitol Street NE
Salem, Oregon 97310-0203

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FOREWARD

Accuracy in student accounting procedures makes available to school districts, financial and statistical data for sound local decision making, while at the same time providing state and federal governments with a solid basis for the distribution of funds to school districts.

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INTRODUCTION

Elementary and secondary education nationwide is one of the most important of governmental efforts. It affects a large proportion of the nation's citizens and commands a significant proportion of the nation's financial resources. The system operates through a mix of educational planning and financial support at the federal, state and local levels. Effective planning and the equitable allocation of scarce financial resources require a comprehensive system of student accounting. The accounting system must satisfy educational planning and financial needs at the local, state and federal levels by accurately measuring the number of students being educated.

The purpose of this manual is to improve and clarify the system of student accounting used in Oregon public schools. Full implementation of this system will yield an accurate accounting of students at the local school and program level – which will in turn provide cumulative data at the district, state and federal levels.

OREGON STUDENT ACCOUNTING MANUAL

1.0 THE STUDENT ACCOUNTING SYSTEM IN OREGON

Implementation of the student accounting system in Oregon requires an understanding of certain Oregon statutory requirements, as well as those student measures, which are used nationwide.

1.1 RESIDENCY FOR SCHOOL PURPOSES (ORS 339.133 – 339.137)

1.1.1 Residency for school purposes is an essential concept in the student accounting system. It determines which school district is responsible for the education of an individual and also is the basis on which the State School Fund, the Common School Fund, and the County School Fund are distributed to local districts. It is important, therefore, that the residency of each student be legally determined by each district to assure proper distribution of these funds.

1.1.2 Persons between the ages of 4 and 18 are considered resident, for school purposes, in the school district in which their parents, guardians, or persons in parental relationship to them reside. However, legally emancipated individuals are resident in the district in which they actually reside. – (ORS 339.133 (1) and (3) The age of the student is determined based on the student's age as of September 1 of the current school year.

1.1.3 Students attending a charter school are residents of the school district in which the charter school is located, for purposes of the State School Fund. – (ORS 338.165) ORS 338.125(1), House Bill 2299 and SB 994 effective 7/1/2011

1.1.4 For the purpose of the distribution of state funds, persons whose legal residence is not within the district but who attend school in the district with the written consent of the affected districts school boards shall be considered to be residents of the district in which the person attends school. – ORS 339.133(7)

1.2 ADMISSION OF STUDENTS (ORS 339.115 TO 339.125)

1.2.1 Each district shall admit to the schools of the district free of charge all persons between the ages of 5 and 19 who are resident in the district. – ORS 339.115(1)

1.2.2 A district may admit an otherwise eligible person who has not yet attained 21 years of age if the person is shown to be in need of additional education in order to receive a diploma and has not yet received a regular high school diploma. – ORS 339.115(2)(a). A district must admit an otherwise eligible person who has not yet attained 21 years of age if the person is receiving special education services and has not yet received a regular high school diploma. ORS 339.115(2)(b) Tuition may be charged under ORS 339.141 for certain courses that are not a part of the regular school program. The age of the student is determined based on the student's age as of September 1 of the current school year.

1.2.3 Furthermore, each district may admit nonresident students and may fix rates of tuition for these students. A district may also contract with another district for the admission of its students in schools of the other district. – ORS 339.115(1), ORS 339.125

1.2.4 Notwithstanding ORS 339.133(1), a school district shall not exclude from admission a child located in the district solely because the child does not have a fixed place of residence or solely because the child is not under the supervision of a parent, guardian, or person in parental relationship. – ORS 339.115(7)

1.3 COMPULSORY SCHOOL ATTENDANCE (ORS 339.010 TO 339.090)

1.3.1 Subject to certain statutory exemptions, all individuals between the ages of 7 and 18 years who have not completed the 12th grade are required to regularly attend a full-time public school. – ORS 339.010

1.3.2 Any person responsible for an individual between the ages of 7 and 18 years who has not completed the 12th grade is required to maintain that individual in regular attendance during the regular school year. – ORS 339.020

1.3.3 These persons are not required to attend a full-time public school (see specific statutes for a more detailed explanation):

Persons 16 or 17 years of age who are lawfully employed or enrolled in community college or alternative education programs and granted an exemption from compulsory attendance under rules established by the State Board of Education. – ORS 339.030(2) and ORS 336.615.

Those enrolled in private or parochial school programs. – ORS 339.030(1)(a)

Those who have satisfactorily proven knowledge equivalent to that which is taught in grades 1 through 12 – ORS 339.030(1)(b)

Certain children being taught at home by a parent or private teacher. – ORS 339.030(1)(c) or (d)

Those excluded from attendance as provided by law. – ORS 339.030(1)(e)

1.4 REGULAR SCHOOL YEAR (OAR 581-023-0006)

1.4.1 Student accounting records must be maintained as prescribed by the Oregon Department of Education, to cover students enrolled in programs operating during the regular school year in compliance with the standards adopted by the State Board of Education and compulsory school attendance law. – OAR 581-023-0006(3)

1.4.2 The regular school year is that period of time during which student participation is required in the regular school program. For reporting purposes, the school year begins on July 1 and ends on June 30.

1st Period Cumulative ADM – July 1 to the first school day in October

2nd Period Cumulative ADM – July 1 to December 31

3rd Period Cumulative ADM – July 1 to the first school day in May

Annual Cumulative ADM – July 1 to June 30

1.4.3 Alternative programs may operate on an extended school year schedule.

1.5 AUDIT OF STATE SCHOOL FUND FACTORS (ORS 328.465)

1.5.1 Each school district must ensure that student attendance accounting records are audited annually by authorized municipal auditors. – ORS 328.465

2.0 RECORDING STUDENT ATTENDANCE

2.1 ORIGINAL ENTRY, RE-ENTRY, AND WITHDRAWAL

2.1.1 When a student enters school, that entry is recorded on the first day of actual attendance. – OAR 581-023-0006(4)(a)

2.1.2 When a student withdraws, that withdrawal must be recorded effective the school day after withdrawal. – OAR 581-023-0006(4)(b)

2.1.3 Charter schools are public schools. Report students who enroll, re-enroll or withdraw to or from a charter school in the same way you report other students. – ORS 338.115

2.2 ENROLLING AND WITHDRAWING STUDENTS

2.2.1 Once a student has enrolled in your school and has begun attending classes, that student is in active membership in your school and is listed on the active roll. You may claim students on the active roll for reimbursement through the State School Fund. A student will stay on the active roll until he or she withdraws, and must be placed on the inactive roll on the school day following the withdrawal. – OAR 581-023-0006

Example: A student withdrawing on March 3 is placed on the inactive roll on March 4.

2.2.2 If you know a student will be absent for more than ten consecutive days, you must withdraw that student from active membership on the week day following that determination. In any other case, if a student has been absent for ten consecutive full school days, you must withdraw that student on the eleventh consecutive week day of absence and place that student on the inactive roll. This is the ten-day rule – (OAR 581-023-0006 (4)(b))

2.2.3 If a student is withdrawn after ten consecutive school days (weekdays), these are true:

You are withdrawing the student only for purposes of making a claim on the State School Fund for that student.

You do not relieve your district of its obligation to educate that student if the student still lives in your district.

2.2.4 If the student returns on or before the eleventh school (week) day and begins attending classes again, do not withdraw that student. A student must be present for at least one-half day in order to restart the count of consecutive days' absence. – OAR 581-023-0006(4)(b)

2.2.5 At the start of the school year, you may count a student in membership if they are absent and that absence has been verified by contact with the parent or guardian. If ten session days pass and the student has still not started attending, the student must be removed from membership and none of the prior ten session days may be counted as membership days. – OAR 581-023-0006(4)

2.2.6 Report high school graduates with the appropriate diploma type code and enrollment end date. Below outlines how to submit regular diplomas and other outcomes. See the ADMDiplomaTypCd Lookup Table posted on the Schedule of Due Dates for Cumulative ADM for the appropriate codes.

Students who met the state and local district diploma requirements and were awarded a regular high school diploma during the current school year (September 1 or later) will be reported when they are no longer enrolled in school. The date the student was actually given the diploma during the graduation ceremony may not be the same as the day the student last was enrolled school. For reporting purposes, use the date the student was last enrolled in school rather than the date the student was handed the diploma. If the student received a regular high school diploma as program type 14, report the student with an ADM Start date of the week day when the diploma was actually awarded and with the ADM End Date the weekday following the week day the diploma was awarded.

For modified diplomas, as well as GEDs and Adult High School Diplomas, submit a record with the date the student received the GED or diploma. If a student is enrolled through the entire period, in addition to the GED or diploma record, submit a record indicating the student was enrolled through the entire period. As before, only regular diplomas increase the graduation rate in accountability reports.

2.2.7 If a student changes grade levels during a school year, withdraw that student from the original record and create a second student record indicating the student's new grade level, beginning the date on which they changed grades.

3.0 STUDENT MEASURES

There are two basic ways of counting students – enrollment and membership. Enrollment can be broken down further into average daily membership and average daily attendance. Each way of counting students portrays attendance in a different light. Together, they give us a complete picture of attendance patterns.

The fall and spring membership report is the count of students enrolled on a specific date and is used to calculate the federal accountability reporting measures. The attendance enrollment is the count of students during a period of time and is used to calculate a large portion of the State School Fund.

3.1 CUMULATIVE ENROLLMENT

3.1.1 Enrollment as a student measure is designed to yield a total headcount of the students who have enrolled in the educational program during the regular school year. Enrollment measures the total number of students served over a time period. It is always a cumulative figure for the school year.

Because the Consolidated Student Collection requires that a new record is created each time a student is enrolled or withdrawn from a program, school, or district, it is straightforward to calculate the total cumulative enrollment of students at any level.

3.2 MEMBERSHIP

3.2.1 Membership is the total number of students on the active roll of an educational unit (students being served) as of a given date.

The membership count as of the first school day in October is computed by all states and is used primarily in Oregon and by the federal government for statistical purposes. This membership count also serves as the denominator for the calculation of dropout rates for districts and schools. The membership count as of the first school day in May is used to determine where student assessment results are included in accountability reports (e.g., school report cards, AYP determinations).

3.2.2 A student may be entered on the roll of only one instructional unit at a time. If the student attends in more than one unit, the unit in which the student spends more than 50 percent of the time can enter the

student on its roll. If the student spends equal amounts of time in more than one institution, the district must decide where to report that student. – OAR 581-023-0006(4)(a)

3.3 NON-RESIDENT STUDENTS

3.3.1 Attendance for a student who legally resides in one district but who attends school in another district is reported to ODE by the attending district. – OAR 581-023-0006(3)

3.3.2 If a student resides in your district but attends school in another district and there is an inter-district transfer agreement (ORS 339.133(7) and OAR 581-021-0019) with the attending district, the student is reported by the attending district. All ADM funds will be distributed to the attending district, which by virtue of the agreement is also the legal resident district.

3.3.3 If tuition is paid for a student to attend school in another district by someone besides the resident district, the student is reported by the attending district. If a tuition agreement or contract exists between two districts (ORS 339.125), ADM will be credited back to the resident district. If tuition is paid by a party that is not the resident district, no ADM will be credited back to the resident district.

3.4 AVERAGE DAILY MEMBERSHIP (ADM)

3.4.1 The student measure most often used in Oregon for planning and financial purposes is Average Daily Membership (ADM). ADM is the measure that indicates the average number of students in membership on any given day during the reporting period. ADM is computed in two ways: one method is used for full-time programs; the other for part-time programs. – OAR 581-023-0006(5-7)

3.4.2 For purposes of distributing the State School Fund and other selected state and county funds, the Department of Education computes the resident ADM of each district (ADMr) – the ADM of the students who live in the district, regardless of where they attend. Weights are added by law to ADMr to obtain weighted average daily membership (ADMw), which is the basis for making State School Fund payments. – ORS 327

3.4.3 For statistical purposes the Department computes the ADM of attending students (ADMa) – the ADM of students attending in the district, regardless of where they live.

3.5 FULL-TIME PROGRAMS – DETERMINING FTE IN FULL-TIME PROGRAMS (OAR 581-023-0006 (5))

3.5.1 A full-time program is one designed to provide the minimum number of hours of instruction for that grade as contained in OAR 581-022-1620.

Note: OAR 581-022-1620 relates to required instructional time for the school calendar. Do not confuse the method of counting hours contained in that rule with the method of determining FTE for full time programs contained in OAR 581-023-0006. OAR 581-022-1620 has no bearing on student accounting.

3.5.2 ADM for full-time programs is computed based on full-time equivalency (FTE). FTE is determined for each student each quarter in this manner:

3.5.3 Students who are scheduled to participate in more than one-half of the full-day program are given an FTE of 1.0. Those students who are scheduled to participate in one-half or less of the full-day program are given an FTE of 0.5. Kindergarten students are given an FTE of 1.0, regardless of the length of their program. The Department will adjust kindergarten students FTE to reflect the permissible percentage as stated in statute (currently 0.5). – OAR 581-023-0006(5)

3.5.4 Students enrolled in dual-credit courses on a high school campus mutually agreed upon between a high school and community college, or enrolled both at a high school and a private or public alternative program, shall be given an FTE based on the time spent in both programs. If the time spent in the combined programs is more than one-half of the full-day program, the student is given an FTE of 1.0. If the time spent is one-half or less, the student is given an FTE of 0.5. – OAR 581-023-0006(5)(a)

3.5.5 Work-study students may be given an FTE of 1.0 provided the work-study program is supervised by the district. If a student is released for work during school hours and the district assumes no responsibility for the time involved, that time may not be counted as participation in the full-day program for purposes of determining the student's FTE. – OAR 581-023-0006(5)(B)

Example: A student who each day takes three hours of class in school and has four hours of supervised work-study earns an FTE of 1.0. A student who takes three hours of classes in school and leaves for a job on their own earns an FTE of 0.5.

3.5.6 A student enrolled in two regular schools will be reported where the most time is spent. If a student takes four classes at a middle school and two at high school, the middle school would report the ADM for that student. If the same student takes three classes at each school, then it is the district's decision as to which school reports the student. – OAR 581-023-0006(4)(a)

3.5.8 Each student in membership is counted as either present or absent from the day of enrollment to the day of withdrawal, on those days that the instructional unit (school or program) is in session. – OAR 581-023-0006(4)(a) Any day, regardless of length, on which the students are under the guidance and direction of teachers is to be counted as a day in session. – OAR 581-023-0006(1)(e)

3.5.9 Days membership is determined for each student by adding (1) days present and (2) days absent and multiplying times (3) the student's FTE. – OAR 581-023-0006(5)(B)(b)

Days membership = (Days Present + Days Absent) X FTE

3.5.10 Days membership of all of the students in the unit is added to find total days membership (TDM) of the unit. – OAR 581-023-0006(5)(B)(c)

3.5.11 ADM is determined by dividing the total days membership of the instructional unit by the total number of days the instructional unit was in session (session days). – OAR 581-023-0006(5)(A)

ADM = Total days membership ÷ session days

3.6 PART-TIME PROGRAMS – REPORTING HOURS OF INSTRUCTION IN PART-TIME PROGRAMS AND ALTERNATIVE EDUCATION PROGRAMS – (OAR 581-023-0006 (6))

3.6.1 Determining ADM for part-time programs does not involve assigning each student an FTE. Instead, ADM is determined by counting the number of hours spent by students in the part-time program. The method used to compute ADM depends on the type of part-time program.

3.6.2 Students enrolled in nonpublic schools or taught by a private teacher or parent under ORS 339.035, but who receive instruction in a public school on a part-time basis, have their ADM computed by multiplying the total hours of instruction given the student during the reporting period by .167, and dividing the product by either 73 for the July 1 to December 31 cumulative report or by 175 for the Annual ADM report. – OAR 581-023-0006(6)(a)

3.6.3 Students who receive individual instruction (tutorial) provided by licensed district staff have an ADM computed by dividing the total number of hours of home instruction given (not to exceed five hours per week for a single student) by either 73 for the July 1 to December 31 cumulative report, or by 175 for the Annual ADM report. – OAR 581-023-0006(6)(b)

3.6.4 Students attending alternative programs under provisions of ORS 336.635 have their ADM computed depending on the type of program offered. Full-time alternative programs may choose either the days present/absent method or the part-time programs method, reporting instructional hours, of ADM reporting, but a full-time student can be reported using only one of those two methods. – OAR 581-023-0006(7)(a)(b)

3.6.4.1 Large group means instruction provided to a class of 16 or more students. ADM will be computed by multiplying the total hours of instruction by a licensed teacher given to all students during the reporting period by .167, and dividing the product by either 73 for the July 1 to December 31 cumulative report, or by 175 for the Annual ADM report. – OAR 581-023-0006(7)(A)

3.6.4.2 Intermediate group means instruction provided to a class of 6-15 students. ADM will be computed by multiplying the total hours of instruction given to all students during the reporting period by .222, and dividing the product by either 73 for the July 1 to December 31 cumulative report, or by 175 for the Annual ADM report. – OAR 581-023-0006(7)(B)

3.6.4.3 Small group means instruction provided to a class of 2-5 students. ADM will be computed by multiplying the total hours of instruction given all students during the reporting period by .333, and dividing the product by either 73 for the July 1 to December 31 cumulative report, or by 175 for the Annual ADM report. – OAR 581-023-0006(7)(C)

3.6.4.4 Tutorial or individual instruction means instruction provided to one student. ADM will be computed by dividing the total number of hours of tutorial instruction given by either 73 for the July 1 to December 31 cumulative report, or by 175 for the Annual ADM report. – OAR 581-023-0006(6)(b) and (7)(D)

3.6.4.5 Case Management means the time spent by a licensed instructor working on behalf of a student in that program to obtain other educational or social services. These hours must be verifiable, and permission to count them must be specifically authorized in the contract the program makes with the resident school district. ADM for case management is calculated in the same way as large group instruction. – OAR 581-023-0006(7)(E)

3.6.4.6 No more than 20 days membership may be claimed for any student enrolled in any combination of programs during a 20-day period. A student may be reported in more than one group, as long as the total ADM for that student does not exceed 1.0. A student may not be counted as more than 1.0 ADM for any reporting period. – OAR 581-023-0006(7)(G)

3.7 COLLEGE COURSEWORK – OAR 581-022-1363

3.7.1.1 Students participating in coursework on a college campus or through college distance learning options through the Expanded Options Program will be reported using quarter-credit equivalent hours. See OAR 581-022-1360-1370 for additional information on the Expanded Options Program requirements.

Student instruction in high school regular or alternative programs will continue to be reported as specified in Sections 3.5 and 3.6. ADM for these students will be capped at 1.0 by the Department.

3.7.1.2 Student participating in coursework on a college campus or through college distance learning options not participating in the Expanded Options Program may be reported using quarter-credit equivalent hours, but this is not required for students who are already claimed for 1.0 FTE through regular high school regular or alternative programs reported as specified in Sections 3.5 and 3.6. ADM for these students will be capped at 1.0 by the Department.

3.7.2 The school year is defined as July 1 through June 30, regardless of the type of course schedule employed by the post-secondary institution (quarters, semesters, or trimesters).

3.7.3 1 College quarter-credit hour or 1 college trimester-credit hour will be reported as 1 quarter-credit equivalent hour. 1 college semester-credit hour will be reported as 1.5 quarter-credit equivalent hours. For courses for which no college credit hours are awarded, colleges will provide credit hour equivalents based on contact hours.

3.7.4 A student enrolled for the equivalent of 36 college quarter-credit hours during the school year shall be determined to be a full-time student. For the July 1 to December 31 Cumulative ADM report, students with 12 college quarter-credit hours shall be determined to be full-time.

3.8 AVERAGE DAILY ATTENDANCE (ADA) – (OAR 581-023-0006 (5))

3.8.1 Although Oregon does not distribute funds based on average daily attendance (ADA), many states do. ADA measures the average number of students who are in school receiving instruction each day. It is one of two student measures computed by all states, and is reported to the federal government to allocate substantial amounts of federal education dollars to the states.

3.8.2 The computation of ADA is similar to that of ADM. The difference between ADA and ADM is that the ADA computation does not include the student's days of absence.

3.8.3 ADA is calculated by determining an FTE for each student in the same manner as for computing ADM.

3.8.4 Total days attendance for each student is figured by multiplying the student's FTE by the student's total days present.

3.8.5 Total days attendance of the instructional unit is then obtained by adding the total days attendance of all of the students in the unit.

3.8.6 ADA is arrived at by dividing the total days of attendance of the instructional unit by the total number of days the instructional unit was in session. Only days on which the students are under the guidance and direction of teachers are to be counted as days in session.

REPORTING OF ADM FOR STUDENTS PARTICIPATING IN COLLEGE CLASSES

BACKGROUND

Senate Bill 300 (Expanded Options), enacted during the 2005 Legislative session, provides additional options for “at-risk” students to “earn concurrent high school and college credits; and...Gain early entry into post-secondary education.” In so doing, it allows students the opportunity to enhance their education by enrolling in courses in multiple locations at a given time. In order to effectively account for these students and be appropriately reimbursed under the State School Funding process, the following process should be utilized when reporting students participating in the Expanded Options program for the required 2nd quarter and Annual ADM reports to the Oregon Department of Education. It will also be used for any student participating in coursework on a college campus or through college distance learning options.

A student may be, and in most cases will be, participating in the Expanded Options program and taking high school courses concurrently. As such, separate and accurate ADM records must be submitted for the student’s participation in the high school program and for eligible courses under the Expanded Options program. Eligible courses under the Expanded Options program are only available to a student who participates in a public school for “less than all available hours of instruction” – (OAR 581-022-1363 (5)(d)).

Participation of students in the Expanded Options program or College Coursework Not Expanded Options through a community college or university will be reported using quarter-credit equivalent hours in the ADM Instructional Hours field (see example below).

The school year is defined as July 1 through June 30, regardless of the type of course schedule employed by the post-secondary institution (quarters, semesters, or trimesters).

A student enrolled for the equivalent of 36 college quarter-credit hours during the school year shall be determined to be a full-time student. For the 2nd period Cumulative ADM report, students with 12 college quarter-credit hours shall be determined to be full-time.

In order to accurately report each student’s membership, college course enrollment must be converted to quarter-credit equivalent hours. For example:

1 college quarter-credit hour = 1 quarter-credit equivalent hour

1 college trimester-credit hour = 1 quarter-credit equivalent hour

1 college semester-credit hour = 1.5 quarter-credit equivalent hours

After calculating the student’s quarter-credit equivalent hours, providing there are no other records being reported for the student, 2nd Period ADM is calculated as:

$$\text{ADM} = \frac{\text{Quarter-credit Equivalent hours reported in 2}^{\text{nd}} \text{ Period}}{12}$$

Annual ADM is then calculated as:

$$\text{ADM} = \frac{\text{Quarter-credit Equivalent hours}}{36}$$

Over the course of a school year, a student who completes 36 quarter-credit equivalent hours will have been assigned 1.0 ADM. Part-time students will be assigned the proper proportion of ADM based on their participation during the year. For example, a student who attended school for three quarters, enrolled for eight quarter-credit hours per term, would receive an ADM of:

$$\text{ADM} = \frac{(3)*(8)}{36} = .67 \text{ ADM}$$

Students may complete coursework for which no college credit hours are awarded. For these courses, colleges will provide credit hour equivalents based on contact hours.

Districts identify a student participating in the Expanded Options program prior to the student beginning classes at a community college or university.

Eligible post secondary courses do not apply to any post-secondary courses in which a student is enrolled in addition to being enrolled full-time in the student's resident school district. For purposes of the Expanded Options Program, a student is considered full-time if the student attends classes for credit in the secondary school for all available hours of instruction.

REPORTING SPECIFICATIONS

Which high school students are eligible for Expanded Options?

OAR 581-022-1363

(6) "Eligible post-secondary course" means

(a) Any nonsectarian course or program offered through an eligible post-secondary institution if the course or program may lead to high school completion, a certificate, professional certification, associate degree or baccalaureate degree.

(b) "Eligible post-secondary course" does not include a duplicate course offered at the student's resident school.

(c) "Eligible post-secondary course" includes:

(A) Academic and professional technical courses; and

(B) Distance education courses.

(d) The provisions of Section 5 "Eligible post secondary course", subsections (a) through (c), do not apply to any post-secondary courses in which a student is enrolled in addition to being enrolled full-time in the student's resident school district. For purposes of the Expanded Options Program, a student is considered full-time if the student attends classes for credit in the secondary school for all available hours of instruction.

(7) “Eligible post-secondary institution” means:

(a) A community college;

(b) Institutions in the Oregon University System (University of Oregon, Oregon State University, Portland State University, Oregon Institute of Technology, Western Oregon University, Southern Oregon University, Eastern Oregon University); and

(c) The Oregon Health and Sciences University.

(8) “Eligible student” means

(a) A student who is enrolled in an Oregon public school and who:

(A) Is 16 years of age or older at the time of enrollment in a course under the Expanded Options Program, and;

(B) Is in grade 11 or 12, or

(i) Is not in grade 11 or 12, because the student has not completed the required number of credits, but who has been allowed by the school district to participate in the program; and

(C) Has developed an educational learning plan consistent with OAR 581-022-1130(3), Diploma Requirements; and

(D) Has not successfully completed the requirements for a high school diploma as established by ORS 329.451, the State Board of Education, and the local school district board.

(b) “Eligible student” does not include a foreign exchange student enrolled in a school under a cultural exchange program.

In clarification of the definition option (8) (D) above, such a student may be described as one who:

Is still eligible for a free and appropriate education, having not yet attained 21 years of age prior to the beginning of the current school year, is receiving special education and not yet received a regular high school diploma; or is shown to be in need of additional education in order to receive a diploma consistent with ORS 339.115, and/or

Has or has not completed state minimum diploma requirements, but not local district requirements for either a standard or advanced diploma consistent with OAR 581-022-1130, Diploma Requirements.

What constitutes College Coursework to be reported for students not in the Expanded Options program?

Use ADM Program Type Code 12 to report ADM for students not taking college coursework under the Expanded Options program for which the district is seeking State School Fund reimbursement. Such coursework is offered either on a college campus or through college distance learning options. Examples include:

- High School Credit Recovery – students take coursework on a college campus or through college distance learning options to earn high school credit toward graduation while earning college credit.
- Early College – students attending a high school program on a college campus who take college courses alongside college students taught by college faculty.

- Gateway to College – students fulfilling high school requirements by taking college courses on a college campus

If a student has been submitted in the ADM Collection with other records equivalent to 1.0 ADM, districts are not required to submit additional records for the student using ADM Program Type Code 12.

REPORTING

If the college course being taken is still continuing at the end of the period, and the district has not yet received verification of credits taken from the college, report the student with an estimated number of quarter hours and correct in the following period if in error.

FTE, Session Days, Days Present, Days Absent

Because the ADM calculation is based on the total number of credits taken, which is recorded in the ADM Hours of Instruction field, do not report data for these fields for records where ADM Program Type Code is 11 or 12.

Hours of Instruction

Definition: Because the ADM calculation for Expanded Options and College Coursework Not Expanded Options (ADM Program Type Codes 11 and 12) is based on the total number of credits attempted and not on Days Present and Days Absent, each student record reported shall reflect the total number of quarter-credit equivalent hours taken in the ADM Hours of Instruction:

- 1 college quarter-credit hour = 1 Hour of Instruction
- 1 college trimester-credit hour = 1 Hour of Instruction
- 1 college semester-credit hour = 1.5 Hour of Instruction

Do not report students who withdraw prior to the last date for tuition reimbursement.

ADM Program Type

Two Program Type Codes have been added to the ADM collection as a result of the Expanded Options and other college programs. Code '11' is used for students in the Expanded Options program. Code '12' is used for students enrolled in college coursework on a college campus or through college distance learning options who are not identified as participants in the Expanded Options program.

Incompletes and Withdrawals

Completers: Students who complete a course, regardless of the grade received, will be assigned the full amount of ADM appropriate for that course (e.g., 4 credits for a 4 quarter-credit course)

Withdraw after the tuition reimbursement date: Students who do not complete the course, but instead receive an Incomplete or Withdrawal from a course, or who have stopped attending after the date on which the school will return tuition funds should be assigned the full amount of ADM appropriate for that course (e.g., 4 credits for a 4 quarter-credit course). However, district may not claim additional ADM when a student later completes the same course in which the student received the Incomplete or Withdrawal and the district previously claimed ADM.

Withdraw before tuition reimbursement date: Districts will not receive ADM reimbursement for students who withdraw from a course prior to the date on which the school will return tuition funds. Districts should not submit an ADM record for this student for the course.

OREGON DEPARTMENT OF EDUCATION- OAR 581-023-0006

DIVISION 23 SCHOOL FINANCE

581-023-0006 - STUDENT ACCOUNTING RECORDS AND STATE REPORTING

(1) The following definitions and abbreviations apply to this rule:

(a) **"Active roll"** means the list of students enrolled and attending the school or program during the current school year;

(b) **"ADA"** means average daily attendance;

(c) **"ADM"** means average daily membership;

(d) **"Alternative program"** means any private or public alternative program providing instruction or instruction combined with counseling under ORS 336.635;

(e) **"Class"** means a separate group of students under the direction of a teacher.

(f) **"Day in session"** means a scheduled day of instruction during which students are under the guidance and direction of teachers;

(g) **"Department"** means the Oregon Department of Education;

(h) **"Full school day"** means the length of time a school or program is normally in session during the day in compliance with OAR 581-022-1620;

(i) **"FTE"** means full-time equivalency;

(j) **"Inactive roll"** means the list of students enrolled for purposes of credit but not attending the school or program. Includes students attending private alternative or Job Corps programs, students withdrawn after ten consecutive days' absence and students served on a tutorial basis outside the classroom;

(k) **"Instruction"** for purposes of reimbursement of alternative programs means all activities that are approved by the student's resident school district, consistent with Oregon's academic and career related learning standards, and designed to lead to student achievement of those standards, including participation in Oregon state assessment, where applicable.

(l) **"Instructional unit"** means a school or other organizational arrangement which provides instruction of a given type or types;

(m) **"Intermediate group"** means instruction provided to a student receiving a comprehensive instructional program consistent with OAR 581-022-1210 and individually placed by a school district in an alternative program approved by a school district to a class of six to 15 students;

(n) **"Large group"** means instruction consistent with OAR 581-022-1210 and provided to a student individually placed by a school district in an alternative program approved by a school district to a class of 16 or more students;

(o) **"Nonpublic school"** means instruction provided by an individual or institution listed in ORS 339.030 as exemptions to the compulsory attendance requirements set out in ORS 339.010.

(p) **"Regular school program"** means that which is offered to comply with the standards adopted by the State Board of Education and compulsory school attendance law. This does not include summer school, adult education, or pre-kindergarten programs;

(q) **"Small group"** means instruction provided to a student receiving a comprehensive instructional program consistent with OAR 581-022-1210 and individually placed by a school district in an alternative program approved by the school district to a class of two to five students;

(r) **"Superintendent"** means the State Superintendent of Public Instruction;

(s)(A) **"Teacher"** means:

(i) An appropriately licensed staff member with the responsibilities of a teacher in OAR 584-036-0011 or with the responsibilities of teacher described in the definition of a teacher in ORS 342.120; and

(ii) For purposes of private alternative education programs, an appropriately licensed or unlicensed staff member with the responsibilities of a teacher in OAR 584-036-0011 or with the responsibilities of teacher described in the definition of a teacher in ORS 342.120.

(B) **"Teacher"** does not include an "Educational Assistant" as defined by ORS 342.120 and OAR 581-037-0005 or "Instructional Assistant" described in 584-036-0011.

(t) **"Tutorial"** means instruction provided to a student receiving a comprehensive instructional program consistent with OAR 581-022-1210 and individually placed by a school district in an alternative program approved by a school district to one student.

(2) Instructions pertaining to the maintenance of student accounting records and state reporting shall be published by the Department.

(3) Each school district and ESD shall:

(a) Permanently maintain accounting records of student enrollment, attendance, membership, resident/nonresident status, and such other student information as may be required, for each student enrolled in regular school programs operating during the regular school year. Such records shall utilize uniform definitions of each student measure as stated in this rule;

(b) Designate the residency for school purposes, subject to the provisions of ORS 327.006 and 339.133 of each student enrolled in the district;

(c) Have in operation an attendance accounting system which is adequately controlled and enables the district's chief administrator to certify in writing the accuracy of reported data;

(d) Report enrollment, attendance, membership, and such other information as the Superintendent may require, within 15 days of the end of the collection periods. Reports for the period ending the first school day in October shall be submitted no later than November 15.

(e) Retain daily source records of enrollment, membership and attendance for a period of no less than two years. Records, whether paper or electronic, must be maintained in an accessible format.

(4) Students shall be entered and withdrawn from the district roll as follows:

(a) A student shall be entered on the district active roll on the first day of the student's actual attendance. A student with an excused absence of less than ten school days at the beginning of the school year may be counted in membership prior to the first day of attendance if the status has been verified by contact with the parent or guardian. A student participating in the program of more than one instructional unit shall be entered on the active roll of that instructional unit in which 50 percent or more of the student's time is scheduled and the student shall not be entered on the roll of other instructional units;

(b) A student whose withdrawal status can be determined within ten school days of their first day of absence shall be marked as a withdrawal on the school day following that determination. A student must be withdrawn from the active roll on the day following the tenth consecutive full school day of absence but may be retained on the inactive roll at the district's option. A student must be present for at least one-half day in order to restart the count of consecutive days' absence. Under no circumstances shall a student who is absent for the first ten days at the beginning of the school year be counted in membership prior to the first day of school attendance. A student whose attendance is reported as hours of instruction must be withdrawn from the active roll on the day following the tenth consecutive day of absence from the program in which they are enrolled. A student must be present for at least one hour of instruction in order to restart the count of consecutive days' absence. A student who is enrolled in dual programs and reported as both days present/days absent and hours of instruction must be withdrawn according to the instructional unit in which fifty percent or more of the student's time is scheduled. Under no circumstance shall a student who is absent for the first ten days at the beginning of the school year be counted in membership prior to the first day of school attendance.

(5) Membership and attendance accounting in instructional units scheduled to operate a full school day shall be recorded as follows:

(a) A full-time equivalency (FTE) for each student on the active roll shall be determined. Students participating in more than one-half of the full-day program shall be given an FTE of 1.0. Students participating in one-half or less of the full-day program shall be given an FTE of .5. The FTE computation of students placed in community college programs by the local school district shall include time spent in the community college program:

(A) Kindergarten students shall be assigned an FTE of 1.0. The Department shall adjust the total days membership of kindergarten students reflecting the permissible percentage as stated in statute;

(B) Students participating in district supervised work-study programs may be credited as 1.0 FTE. If a student is released for work during school hours and the district assumes no supervisory responsibility for the time involved, that time shall not be counted as participation in the full-day program when determining the student's FTE.

(b) Membership of each student for the period shall be computed as follows: student FTE times days present plus student FTE times days absent equals total days membership of the student. The day upon which a student is marked as a withdrawal shall not be counted as a day of membership. A student not scheduled to attend daily shall be marked present or absent only on the days the student is scheduled to attend;

(c) Total days membership of the instructional unit shall be the total of days membership of all students on the active roll of the instructional unit as computed in subsection (b) of this section. The computation of total days membership of the instructional unit shall yield subtotals indicating grade placement and resident/nonresident status of student membership;

(d) The Department shall compute the ADM and ADA of resident students, nonresident students, and attending students for each instructional unit reporting and derive totals of such data for each local school district in the state, subject to the following procedures:

(A) ADM is the total days membership of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADM of groups of instructional units having varying lengths of terms shall be the sum of the ADMs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADM will not be higher or lower than if the local board had not adopted such a schedule;

(B) ADA is the total days attendance of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADA of groups of instructional units having varying lengths of terms shall be the sum of the ADAs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADA will not be higher or lower than if the local board had not adopted such a schedule.

(6) Students enrolled in programs operating less than the full school day and nonpublic school students attending public schools part time shall be accounted for as follows:

(a) The ADM of students enrolled in schools under provisions of ORS 336.135 and students enrolled in nonpublic schools or taught by private teacher or parent under ORS 339.035 shall be computed by multiplying total hours of instruction given all students during the reporting period by .167 and dividing the product by 73 for the July 1 to December 31 cumulative report and by 175 for the June 30 annual report;

(b) The ADM of students receiving tutorial instruction provided by licensed district staff shall be computed by dividing total number of hours of tutorial instruction given (not to exceed 5 hours per week for a single student) by 73 for the July 1 to December 31 cumulative report and by 175 for the June 30 annual report;

(c) The computation of ADM for each less than full-time program listed shall yield subtotals for resident and nonresident students;

(d) The ADM of students enrolled in less than full-time programs shall be reported to the Department for the period ending December 31 and for the year ending June 30.

(e) No more than five day's membership may be claimed for any student enrolled in any combination of programs during a one-week period.

(f) Kindergarten ADM will be adjusted by the Department to reflect the permissible percentage as stated in statute.

(7) A student enrolled in a public school district and receiving instruction in the district's comprehensive planned K-12 curriculum consistent with OAR 581-022-1210 and who is individually placed by the school district in an alternative education program under ORS 336.635 shall be accounted for as follows:

(a) The ADM of students enrolled in alternative programs scheduled to operate a full school day may be computed either on the basis of membership (section (5) of this rule) or on the basis of actual attendance (section (7)(b) of this rule);

(b) Equivalent ADM of students enrolled in alternative programs scheduled to operate less than full time shall be computed as follows:

(A) Equivalent ADM of students enrolled in large group instruction shall be computed by multiplying total hours of instruction given all students during the reporting period by a factor of .167 and dividing the product by 73 for the July 1 to December 31 period cumulative report and by 175 for the June 30 annual report;

(B) Equivalent ADM of students enrolled in intermediate group instruction shall be computed by multiplying the total hours of instruction given all students during the reporting period by a factor of .222 and dividing the product by 73 for the July 1 to December 31 period cumulative report and by 175 for the June 30 annual report;

(C) Equivalent ADM of students enrolled in small group instruction shall be computed by multiplying the total hours of instruction by a factor of .333 and dividing the product by 73 for the July 1 to December 31 period cumulative report and by 175 for the June 30 annual report;

(D) Equivalent ADM of students receiving individual instruction shall be computed by multiplying the total number of hours of tutorial instruction given by a factor of 1.0 and dividing the product by 73 for the July 1 to December 31 period cumulative report and by 175 for the June 30 annual report;

(E) Case management services (not limited to student contact) may be counted as large group instruction and constitute up to ten percent of equivalent ADM if specifically authorized by contract with the resident school district;

(F) Documented time in supervised work experience programs, supervised community service activities and supervised independent study, if performed as a part of the instructional programs designed to fulfill the student's educational goals, may be counted as large group instruction;

(G) Over any 20-day period, no more than 20 equivalent membership days may be claimed for any student receiving a combination of instructional services under paragraph (7)(b)(A), (B), (C) or (D) of this rule. Equivalent membership days for any student is equal to the hours of instruction given multiplied by the factor appropriate for the size of the instructional group.

(c) Students attending alternative programs part day and attending the home high school part day shall be reported by the home high school only, taking account of the total time spent in the alternative program and the home high school when determining FTE under section (5) of this rule;

(d) Students attending private alternative programs only, shall not be reported by the instructional unit placing the student for purposes of reporting membership or attendance.

(8) Each private alternative program shall:

(a) Maintain accounting records of student attendance, size of group attended, resident school district and such other student information as may be required by the contracting school district for each student attending the private alternative program;

(b) Report student name, dates served and hours served by group size to resident school district no less than twice yearly, once for the July 1 through December 31 period and an annual report ten days after the close of the school year; and

(c) Retain student attendance records for a period of no less than two years.

(9) Students in the following programs are not eligible to be counted in the resident average daily membership for purposes of ORS 327.013(7)(a):

(a) Students enrolled in special education programs under ORS 343.261, 343.961, and 346.010.

(b) Children enrolled in early intervention and early childhood special education programs under ORS 343.533;

(c) Students not receiving a free public education;

(d) Students in summer school programs;

(e) Students in adult education classes.

(10) Rules governing the reporting of students identified as dropouts are contained in the most recent edition of the Oregon Dropout Reporting Manual, published by the Oregon Department Education. The State Board of Education adopts the procedures in this publication to govern the reporting of dropouts by school districts.

(11) For the purposes of dropout reporting, the following shall apply:

(a) A student is considered enrolled when the student is present at school and attends more than half of a school day;

(b) Acceptable alternative programs are those programs providing activities meeting OAR 581-023-0008 and provided by public school districts, ESDs, community colleges or private alternative programs registered with the Oregon Department of Education under OAR 581-021-0072;

(c) An absence, explained or unexplained becomes a withdrawal after an absence of 10 consecutive days. A student must be present for at least one-half day in order to restart the count of consecutive days absence;

(d) Standards for excused absences must be developed by local districts. Policies shall clearly define excused and unexcused absences and ensure the health and safety of the child. Parents shall be informed of the policies at enrollment. Policy should address the documentation required.

(12) The Superintendent shall prescribe the applicable student accounting procedures for any programs or specific situations not covered by the provisions of this rule.

Stat. Auth.: ORS 326.310 & 327.125

Stats. Implemented: ORS 327

Hist.: 1EB 1-1981, f. 2-5-81, ef. 7-1-81; 1EB 14-1985, f. 7-3-85, ef. 7-5-85; 1EB 28-1986, f. & ef. 7-18-86; EB 17-1987, f. & ef. 8-4-87; EB 18-1987(Temp), f. & ef. 8-4-87; EB 33-1987, f. & ef. 12-11-87; EB 38-1988, f. & cert. ef. 9-22-88; EB 30-1992, f. & cert. ef. 10-14-92; EB 6-1996, f. & cert. ef. 4-25-96; ODE 3-2007, f. & cert. ef. 2-21-07; ODE 23-2008, f. 8-28-08, cert. ef. 8-29-08; ODE 26-2009, f. & cert. ef. 12-10-09

581-023-0008 - ACCOUNTABLE ACTIVITIES FOR ALTERNATIVE EDUCATION PROGRAMS

(1) For purposes of determining class group size for alternative education programs, instruction must be provided by a teacher as defined in OAR 581-023-0006. For purposes of determining class group size, instruction may not be provided by an “Educational Assistant” or “Instructional Assistant” who provides support to a teacher.

(2) Alternative education programs must provide accountable activities. Accountable activities are defined as one or more of the following as approved by the school district by contract:

(a) Tutorial Instruction;

(b) Small group instruction;

(c) Large group instruction;

(d) Personal growth and development instruction;

(e) Counseling and guidance;

(f) Computer assisted instruction;

(g) Vocational training;

(h) Cooperative work experience and/or supervised work experience;

(i) Instructional activities provided by institutions accredited by the Northwest Association of Schools and Colleges;

(j) Supervised community service activities performed as part of the instructional program; and

(k) Supervised independent study in accordance with a student's educational goals including classroom or equivalent work supervised by school district officials that serve as one component of the student's educational plan and profile and not the entire part. Examples of this include required and elective courses, supervised independent study, career-related learning experiences, and project based learning.

(3) Programs must provide instruction based on academic content standards adopted by the State Board of Education and must ensure students participate in district and state assessments of achievement for the grade level(s) the program serves and must:

(a) Assist the district in meeting its comprehensive K-12 instructional program in compliance with OAR 581-022-1210,

(b) Assist the district in awarding a High School Diploma according to ORS 329.451 and 581-022-1115, Modified Diploma described in OAR 581-022-1134, or Alternative Certificate described in 581-022-1135, to a student who completes the requirements established by the State Board of Education and the school district,

(c) Assist student in demonstrating Proficiency in Core or Academic Content Standards, and Essential Skills in accordance with OAR 581-022-1131,

(d) Provide evidence of academic progress included and maintained by the resident school district in the student's permanent record, as defined by OAR 581-021-0250,

(e) Provide a course of study and activities that are correlated with the academic content standards in accordance with OAR 581-022-1210,

(f) Provide National Education Statistics Course Codes and Descriptions for Secondary Courses where academic credit is offered,(4) Programs must provide teachers as defined in OAR 581-023-0006 and educational assistants as defined in ORS 342.120.

(g) Provide teachers as defined in OAR 581-023-0006 and educational assistants as defined ORS 342.120.

Stat. Auth.: ORS 36.051 & 336.635

Stats. Implemented: ORS 327.125 & 336.615 - 336.665

Hist.: EB 34-1987, f. & ef. 12-11-87; ODE 23-2008, f. 8-28-08, cert. ef. 8-29-08

SUGGESTED STUDENT ATTENDANCE ACCOUNTING REPORT CHECKLIST

This checklist attempts to prevent common errors and omissions in student attendance accounting. We offer it as a suggested checklist for your use; you may wish to retain it for continued use.

- _____ Report kindergarten membership at 1.0 FTE
- _____ A student who was enrolled for the entire school year will reflect Session Days that equal their Days Present plus Days Absent.
- _____ Number of Days in Session, must be completed for ADM Program Types 01, 02, and 03. This entry is always a whole number. Only days during which students are under the guidance and direction of teachers are counted as "Days in Session."
- _____ Each school will generally have the same session days for all students within a grade level. A common exception with regards to Session Days is Kindergarten classrooms where it is not unusual to have different groups of Kindergarten students on different schedules.
- _____ Students on individual instruction may not be carried simultaneously on the school's active roll.
- _____ Under individual instruction (tutorial), never count more than five hours per week for any student (5 hours is the equivalent to full-time).
- _____ No student is claimed for more than 20 days membership over any 20 day time span.
- _____ The hours claimed cover only the time period for which the report is filed.
- _____ Double-check all forms for accuracy and completeness.
- _____ Ensure that someone is available by telephone or e-mail to answer questions regarding these reports/forms. Many districts are not staffed during the summer, but correction of reports/forms cannot wait until September. Common and County School Funds and State School Fund moneys cannot be distributed before ADM data is complete and accurate.
- _____ Review the district validation page and either accept or reject the data.

ADM REPORTING GUIDELINE

- _____ Student and SSID record – check to make sure your information and the SSID record match prior to submitting data. Refer to the Consolidated Collections Student-Level Collections User Guide – Error Management section for additional information on how to resolve duplicates.
- _____ Report kindergarten membership at 1.0 FTE, even if student attends half-time.
- _____ Report using the proper collection dates. Refer to the Schedule of Due Dates on the ODE District web: <https://district.ode.state.or.us/home/>
- _____ Make sure you have entered the appropriate information for each type code.

ADM related data by ADM Program Type

Program Type & Code	Required Fields
1 – Standard – Regular or 1.0 FTE Alternative Program	<ul style="list-style-type: none"> • ADM Enrolled Date • ADM End Date • ADM Session Days • ADM FTE • ADM Tuition type • ADM Program Type
2 – ESL – English as a Second Language	<p>If the student is being served in an ESL program, they should be reported as program type code 02 with an ADM End Date Code of 00 regardless of their grade level. This second record is in addition to their regular attendance record and will be used for weighted funding.</p> <p>If the student’s regular attendance is hours of <i>instruction</i> only, the school district must calculate the days present/days absent and FTE for the ESL or Pregnant and Parenting record. ESL and Pregnant and Parenting program types are not reported by hours of instruction.</p>
3 – PnP – Pregnant and Parenting	<p>If the student is being served in a Pregnant and Parenting program, they should be reported as program type code 03 with an ADM End Date Code of 00 regardless of their grade level. This second record is in addition to their regular attendance record and will be used for weighted funding.</p> <p>If the student’s regular attendance is hours of <i>instruction</i> only, the school district must calculate the days present/days absent and FTE for the ESL or Pregnant and Parenting record. ESL and Pregnant and Parenting program types are not reported by hours of instruction.</p>
4 – 14 Groups, Home Schooled,	<p>Refer to the Student Accounting Manual, ADM Business Rules, and ADM Lookup Table for information on which code to use.</p> <ul style="list-style-type: none"> • ADM Enrolled Date

Tutorial, Expanded Options, Employed Minors, College Coursework Membership 4 – 14 (continued) Groups, Home Schooled, Tutorial, Expanded Options, Employed Minors, College Coursework Membership	<ul style="list-style-type: none"> • ADM End Date • ADM Session Days must have a zero inserted into the field. Don't leave it blank. • ADM Instructional hours – count full or half hours for codes 4-10 and Quarter Credit Hours for Codes 11-12. Report only the hours attended. Refer to the ADM Business Rules and Student Accounting Manual for specific program type reporting. • ADM Program Type • ADM Tuition Type <p>Do not fill in the Days Present/Days Absent and FTE fields when entering instructional hours.</p>
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_____ After you have submitted your file to ODE, check to make sure there are no errors showing in the Error Management/Review Errors queue.

_____ It is a good practice to create a folder on your computer for the ADM collection. After you have submitted your collection and cleared any errors, do a Production Download. (Instructions are in the Consolidated Student Collections User Guide under the Production Download heading.) Open the file and save it to this folder for future reference. Anytime you make a change to the collection, do another Production Download and save it to this folder. The Production Download Report is now available at any time under the Reports pull down menu. The collection does not need to be open to access these reports.

Note: To view a production download of students who are residents of your school district but attending another school district, while the Cumulative ADM collection is open, go to Records Management – Records Maintenance and change the small radio button from the default Internal to External and select the type of download file you want (usually CSV). This report will show the students who are attending elsewhere. This option is only available while the collection is open.

Reference documents are located on the district Web page, Schedule of Due Dates under the Cumulative ADM Collection. Scroll down to the bottom of the page to find them.

<https://district.ode.state.or.us/home/>

SUGGESTED CHECKLIST FOR ACCURACY CONTROL SYSTEM

The Student Attendance Accounting rule (OAR 581-023-0006) requires school districts to have in operation an attendance accounting system, which is adequately controlled and enables the district's chief administrator to certify the accuracy of data reported to the Oregon Department of Education. An acceptable system of student attendance accounting must include procedures ensuring the following:

- ☐ The control system is detailed in writing and is available to each building. Principal and attendance clerk as well as appropriate attendance personnel at the district and state levels.
- ☐ Attendance clerks are adequately trained and have access to all appropriate instructions and manuals.
- ☐ Individual student entries for enrollment, membership, and attendance are made and verified in a timely manner. "Timely" should be quantified. (Ideally, it would be daily; the maximum lag time would be once a week.) Verification of entries should be handled by a second person--if staffing permits.
- ☐ Daily source records for enrollment, membership, and attendance are retained for at least three years to allow auditors to verify the accuracy of reported data. A school registrar or its equivalent is permanently retained.
- ☐ Pre-enrolled students who fail to attend should be purged from the active roll within ten days of the beginning of school.
- ☐ Withdrawal of students from the active roll after ten consecutive school days absence (rather than immediately) is confined to those students who were expected to return. Under no circumstances may students remain on the active roll on the 11th school day of absence.
- ☐ Residency of each student is checked at the time of enrollment and is correctly reported.
- ☐ An appropriate FTE has been assigned to each student.
- ☐ Home instruction (individually tutored) students are not carried on the active roll. (The number of hours of individual instruction by certificated staff are to be maintained and reported separately.)
- ☐ No students are shown on the rolls of more than one instructional program.
- ☐ Students enrolled in private alternative programs are not carried on the school active roll. (The number of hours of instruction are to be maintained and reported separately by the private alternative programs.)
- ☐ ADM Collection submissions are double checked before forwarding to the Department of Education.
- ☐ Arrangements have been made for someone to be available by phone or e-mail throughout the year in the event questions arise regarding state forms.
- ☐ The district's chief administrator can be assured of the accuracy of reports prior to annual certification and submission to the state.

INTERPRETATIONS

The following represents answers to questions regarding statutes and rules, which apply to the allocation of the State School Fund, as well as related record keeping and reporting procedures. These have been supplied in response to district requests for clarification.

1. KINDERGARTEN

All day, every day KG or un-classified Elementary	Kindergarten age students attending all day should be reported as KG with an FTE of 1.0. (An adjustment to 0.5 FTE is made for these students at the Department of Education.)
All day, every other day KG	Count only those days on which the students are scheduled to attend as days in session and membership days.
Simultaneous KG and grade 1 enrollment	Students attending KG in a.m. and first grade in p.m. should be shown as first graders and receive full ADM.
Days in Session	Any day, regardless of length, in which the student is under the guidance and direction of the teacher is counted as a session day.

2. DAYS IN SESSION

Readiness Testing	If students are brought into school individually, do not consider this as a day in session. If all students are there as a class, count as day in session.
Registration	If all students register on the same day that classes begin, count as day in session. If only groups of students register on any one day, then the first day in session is the first day of class.
Interrupted Day	Each "day in session" is counted as a full day; there are no half-days in session. If students and teachers report to school and are sent home, the day is counted as a whole day and membership is recorded accordingly.
Staff Development Days; Parent-teacher conference days	Only days when students are under the guidance of teachers are counted as days in session. Whole day staff development days and full day parent/teacher conference days are not to be counted as days in session. (Staff development and parent teacher conference days may however, count to meet the minimum of instructional hours requirement of OAR 581-022-1620)

3. WITHDRAWALS

Suspended, expelled, and excluded students

If it is known that the student will not return within ten school days, the student is withdrawn on the day expulsion begins and reentered upon return.

If the student is expected to return within ten school days, the student may be carried as absent during suspension or exclusion up to a maximum of ten school days before withdrawal from the active roll.

If, while suspended, expelled, or excluded, the student receives individual (home instruction), he/she must be reported using hours of instruction during that time.

4. COUNTY SCHOOL FUND BILLING

Students who attend fully state-funded facilities/private agency programs

Students who attend fully state-funded facilities (ORS 343.961) are to be counted in Cumulative ADM as attending the particular 100 percent state-supported program even though they may attend regular district schools part or full time.

5. ABSENCES

Record absences different for student with .5 FTE

For a student assigned an FTE of 1.0, he/she must be present for more than half of the morning to be counted as present for the morning, and present for more than half of the afternoon to be counted as present in the afternoon.

If a 0.5 FTE student attends at anytime during the day, the student is counted as present for the full day.

Excused absence at beginning of school year

Students with an excused absence at the beginning of the school year may be counted in membership if the status has been verified by contact with the parent or guardian and the student actually attends within the first 10 days of school. Under no circumstances shall a student, who is absent for the first ten days of school, be counted in membership prior to the first day of actual attendance.

6. STUDENTS INSTRUCTED BY PARENT OR PRIVATE TEACHER

Instruction by parent or private teacher	<p>For children who also attend public school part time, the total hours of instruction provided by the public school should be reported.</p> <p>Students who receive only instructional materials and testing services may not be counted in the ADM of a school district.</p> <p>Students participating in interscholastic or extracurricular activities only are not eligible to be counted in the ADM of a school district.</p>
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7. PRESCHOOL

Children served by early intervention programs or early childhood special education programs	<p>These children are not to be reported on student attendance accounting reports.</p>
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8. ALTERNATIVE EDUCATION

Students attending home high school part day and alternative programs part day	<p>Count only the home high school, taking account of the total time spent in the alternative program, and the home high school when determining FTE.</p>
Students attending part-time alternative program only	<p>These students will be reported at the institution providing the educational decision-making for the student. If a high school is providing the educational decisions regarding the alternative program in which the student is enrolled, the student will be reported with the institution ID of the high school in the Resident and Attending School fields. If the District is providing the educational decision-making of the alternative program, the student will be reported with the institution ID of the District in the Resident and Attending School fields.</p>
Students attending community college alternative programs	<p>Report as ADM Program Type 01 if student attends a full-time program and the school district tracks attendance (ten-day rule applies).</p> <p>If the program is part-time or if the district is unable to track attendance, report using hours of instruction or quarter-credit equivalent hours of instruction.</p>
Days of Eligibility	<p>For students in a part-time alternative program, a student may be counted for up to 175 equivalent days membership. Under no circumstance may a student's ADM exceed 1.0 for any reporting period.</p>

9. ONLINE EDUCATION (REVISED MARCH 2009)

Full-Time students enrolled in both regular and online classes

School districts may offer online courses that are not part of their regular high school curriculum, such as advanced courses or subjects not offered locally. Full-time students, who are enrolled in school and taking online courses in addition to their regular courses are reported on an FTE basis using a standard record (ADMPrgTypCd = 01). A student's combined regular and online courses may not be reported as more than 1.0 FTE. Students may be either 1.0 FTE or 0.5 FTE.

Students who are taking both regular classes and online classes combined will have days present and days absent reported in a manner that is consistent with regular school classes. If a student is reported as present at the regular school, he is also counted as present for the online class. If a student is reported as absent from the regular school, he is also counted as absent from the online class.

Full-Time students enrolled in only online classes

Full-time students who are enrolled in school and taking online courses only are reported on an FTE basis using a standard record (ADMPrgTypCd = 01). Students may be either 1.0 FTE or 0.5 FTE.

Because those students do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. The student must check in at least twice a week with his or her teacher(s) on at least two separate days. If the student only checks in once during the week, the student must be counted as absent for half of the week (2.5 days). The student must be counted as absent for the entire week (5 days) if they do not report in at all during the week.

Other Online Students (Hours of Instruction and College Coursework)

Students who are not enrolled full-time and are taking online courses offered by the school district are reported as shown below.

Part-time students receiving online instruction (not college courses)

Students who are not enrolled full-time and are taking online courses offered by the school district are reported large group instruction. The district may count 1 hour per day per course taken, however, evidence of continuing involvement is required. This evidence may consist of staff follow-up after no more than 2 weeks of inactivity, regular progress reports, checkpoints throughout the course, completed assignments, etc. No additional time may be reported for student reported as full-time in other programs.

Students receiving online instruction (college courses)

Report using quarter-credit equivalent hours of instruction for college distance learning options if student is participating through the Expanded Options program.

Report using quarter-credit equivalent hours of instruction for college distance learning options for students not participating through the Expanded Options program when student is less than 1.0 FTE in regular or alternative program.

Full-time Students Receiving Temporary Online Instruction (e.g. extended family leave)

School districts may offer online instruction to students who will be temporarily absent from school for more than 10 consecutive school days. This instruction is intended to provide the student with the same level of instruction and regular feedback from the classroom teacher that they would receive if they were not absent.

If the student is out of the country, the student's parents must remain residents of the school district in which the student normally attends.

The duration of the absence must be temporary. Temporary online instruction may not exceed the end of the semester or sixty calendar days, whichever comes first. Students who are absent beyond the end of the stipulated period must be withdrawn from the active roll starting with the first school day after the allowable time in accordance with the 10-day rule.

For ADM reporting, the school district would change the student's enrollment from full-time (FTE) to part-time and report the instruction as Large Group, counting up to 1 hour per day per course taken. Evidence of continuing student/teacher involvement is required. This evidence may consist of staff follow-up at least two times per week, regular progress reports, completed assignments, etc. Once the student returns, their enrollment would change back to full-time.

10. SUPERVISED WORK-STUDY

To be able to count ADM for students performing work- study, the job must be a school placement, the student's performance on the job must be supervised in some way by school officials, the job must fit into the student's educational goals, and the job must be one component of the student's education, not the entire part. Report the hours worked, (unless it is a regular school reported with the FTE determined as usual) as Employed Minors (08), but do not report hours of attendance elsewhere so that the ADM for this student would add up to more than 1.0

11. CHARTER SCHOOL – REPORTING STUDENT ON AN IEP

When a student enrolls in a public charter school, the school district in which the charter school is located is responsible for the student's education. HB 2299 and SB 994 effective July 1, 2011 shifts the special education responsibilities from the district of parental residency to the district in which the charter school is located. It also shifts distribution of the state school funds from the parental resident district to the district in which the charter school is located. Special education students previously had been reported with the Resident District field being the same school district as where the student's parents reside. Now students will be reported as if they are residents in the school district in which the charter school is located.

12. CREDIT FOR PROFICIENCY

Full-time students who are enrolled in school and taking credit for proficiency courses are reported on an FTE basis using a standard record (ADMPrgTypCd = 01). Students may be either 1.0 FTE or 0.5 FTE.

Because those students do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. The student must check in at least twice a week with his or her teacher on at least two separate days. If the student only checks in once during the week, the student must be counted as absent for half of the week – 2.5 days. The student must be counted as absent for the entire week – 5 days – if they do not report in at all during the week.

A student that is promoted to a higher grade level within the current school year must also take the statewide assessments at the higher grade level, even though they may have already tested at the lower grade level.

13. EXPANDED OPTIONS

Expanded Options – College Coursework ADM Equivalent

In order to accurately report each student's membership, college coursework in enrollment must be converted to quarter-credit equivalent hours. For example:

1 college quarter-credit hour = 1 quarter-credit equivalent hour

1 college trimester-credit hour = 1 quarter-credit equivalent hour

1 college semester-credit hour = 1.5 quarter-credit equivalent hours

The maximum ADM allowed per student for any combination of FTE, hours of instruction, or quarter-credit equivalent hours is 1.0 ADM.

10-DAY RULE EXAMPLES

During the school year:

1. This student has ten consecutive school days of absence, and must be withdrawn from active membership on the eleventh school day of absence. If the student returns on the eleventh day, active membership continues, and no action needs to be taken.

	M	T	W	Th	F
Week 1	present enrolled	present enrolled	absent day 1 enrolled	absent day 2 enrolled	absent day 3 enrolled
Week 2	absent day 4 enrolled	absent day 5 enrolled	absent day 6 enrolled	absent day 7 enrolled	absent day 8 enrolled
Week 3	absent day 9 enrolled	absent day 10 enrolled	absent Withdraw (ADMEndDt)		

2. This student's parents notified the school on Wednesday, the third day of absence, that the student would miss the next three weeks of school. The student must be withdrawn on the following day.

	M	T	W	Th	F
Week 1	present enrolled	present enrolled	absent enrolled	present enrolled	present enrolled
Week 2	absent enrolled	absent enrolled	absent notification enrolled	absent Withdraw (ADMEndDt)	

At the start of the school year:

3. This student was absent for the first seven days of school, but the parent had notified the school that the student would be a few days late. The student began attending on the eighth school day. All days, starting from the first day, may be counted as days in active membership. If no parental notification had been received, no days of active membership could be counted until the first day of attendance, regardless of the number of days initially missed.

	M	T	W	Th	F
Week 1		absent * day 1 enrolled	absent day 2 enrolled	absent day 3 enrolled	absent day 4 enrolled
Week 2	absent day 5 enrolled	absent day 6 enrolled	absent day 7 enrolled	Present enrolled	enrolled

* first day of the school year

4. This parent notified the school, but the student was absent for the first **ten** days of school, and began attending on the eleventh school day. That is the first day on which active membership can be counted for this student.

	M	T	W	Th	F
Week 1			absent * day 1 not enrolled	absent day 2 not enrolled	absent day 3 not enrolled
Week 2	absent day 4 not enrolled	absent day 5 not enrolled	absent day 6 not enrolled	absent day 7 not enrolled	absent day 8 not enrolled
Week 3	absent day 9 not enrolled	absent day 10 not enrolled	Present enrolled		

* first day of the school year

FULL-TIME / PART-TIME

Full-time programs – A full-time program is one designed to provide the minimum number of hours of instruction for that grade as contained in OAR 581-022-1620. Do not confuse the method of calculating hours contained in OAR 581-022-1620 – Required Instructional Time with the method of determining whether a student is full-time or part-time.

ADM for full-time programs is computed based on full-time equivalency. Students scheduled to participate in more than one-half of a full-day program are given an FTE of 1.0. Those students who are scheduled to participate in one-half or less of the full-day program are given an FTE of 0.5.

OAR 581-022-1620 – Required Instructional Time – School assemblies, student orientations, testing, parent-teacher conferences, and other instructionally related activities involving students directly may be included in the required instructional hours. The chart below relates to instructional time for the school calendar. School districts set their schedules based on meeting these state requirements.

Grade Level	Maximum Instructional Hours <u>per day</u> under OAR 581-022-1620	Minimum Instructional Hours <u>Annually</u> under OAR 581-022-1620
Grade K	6	405
Grades 1-3	6	810
Grades 4-8	6.5	900
Grades 9-12	7	990

*See OAR 581-022-1620 for waivers

Days in Session – signifies the number of school district calendar days that students are in classrooms under instruction for the reporting period. Teacher training, parent teacher conferences or pre-registration assembly days where students are not in attendance cannot be counted as a day in session. Any day, regardless of length, in which students are present under the guidance and direction of a teacher, in a classroom, is to be counted as a day in session.

Part-time programs based on OAR 581-023-0006

Note: Only the periods that affect the estimated and final State School Fund calculations are given. **The maximum ADM allowed per student for any combination of FTE, hours of instruction, or quarter-credit equivalent hours is 1.0 ADM.**

Program Type	Description	Maximum # of Hours in a Single Record Allowed
04	Large Group	2 nd Period = 437 Annual = 1048
05	Case Management	2 nd Period = 437 Annual = 1048
06	Intermediate Group	2 nd Period = 328 Annual = 788
07	Small Group	2 nd Period = 219 Annual = 525
08	Employed Minors	2 nd Period = 437 Annual = 1048
09	Shared Time	2 nd Period = 437 Annual = 1048
10	Tutorial	2 nd Period = 73 Annual = 175
11	Expanded Options	2 nd Period = 12 Annual = 36
12	College Coursework NOT Expanded Options	2 nd Period = 12 Annual = 36

ALTERNATIVE PROGRAMS

Alternative education programs must meet the state requirements found in OAR 581-022-1350 and OAR 581-023-0006.

Students who are enrolled in a public school district and receiving instruction in the district's comprehensive planned K-12 curriculum consistent with OAR 581-022-1210 and who are individually placed by the school district in an alternative education program shall be accounted for consistent with OAR 581-023-0006(5)-FTE or OAR 581-023-0006(7)(b)-hours of instruction.

DEFINITIONS RELATING TO ALTERNATIVE PROGRAMS:

"Alternative program" as defined in OAR 581-023-006(1)(d) is any private or public alternative program providing instruction or instruction combined with counseling under ORS 336.635.

"Instruction" for purposes of reimbursement of alternative programs means all activities that are approved by the student's resident school district, consistent with Oregon's academic and career related learning standards, and designed to lead to student achievement of those standards, including participation in Oregon state assessment, where applicable. OAR 581-023-0006(jj)

"Intermediate group" means instruction provided to a student receiving a comprehensive instructional program consistent with OAR 581-022-1210 and individually placed by a school district in an alternative program approved by a school district to a class of six to 15 students. OAR 581-023-0006(1)(l)

"Large group" means instruction consistent with OAR 581-022-1210 and provided to a student individually placed by a school district in an alternative program approved by a school district to a class of 16 or more students. OAR 581-023-0006(1)(m)

(p) "Small group" means instruction provided to a student receiving a comprehensive instructional program consistent with OAR 581-022-1210 and individually placed by a school district in an alternative program approved by the school district to a class of two to five students. OAR 581-023-0006(1)(p)

"Tutorial" means instruction provided to a student receiving a comprehensive instructional program consistent with OAR 581-022-1210 and individually placed by a school district in an alternative program approved by a school district to one student. OAR 581-023-0006(1)(r)

REPORTING PUBLIC ALTERNATIVE EDUCATION PROGRAM STUDENTS

Starting October 2, 2008, ODE changed the reporting requirements for the student level collections. The following requirements only apply to public-run programs at ESDs and school districts.

ESD Institution ID numbers are allowed in the Attending District and Attending School fields, not in the Resident District or Resident School fields. Records submitted with ESD Institution ID numbers in the Resident fields will produce an error. This rule does not apply to "resident-based" collections, including: Special Education Child Count, Child Find, and Exit Collection.

Public Program Institution ID numbers will not be allowed in either the Resident District/Resident School fields or the Attending District/Attending School fields. Records submitted with Public Program ID numbers in any of the four fields above will produce an error.

LTCT, EI/ECSE, JDEP, YCEP, ACEP, Hospital, and Community College program IDs will still be allowed in the Attending District and Attending School fields.

The following guidelines will assist schools and districts in correctly reporting student level data. In addition to guidance, the intent of this policy is to provide consistency and fairness across the state for purposes of accountability reporting.

FIELD LOOKUP TABLES

LOOKUP VALUES FOR (ENRLGRDCD – ENROLLED GRADE CODE)

Code	Name	Description
PK	Pre-Kindergarten	Student enrolled in pre-kindergarten; or an ungraded student who is 0-4 years old on September 1 of the reporting year.
KG	Kindergarten	Student enrolled in kindergarten; or an ungraded student who is 5 years old on September 1 of the reporting year.
01	First Grade	Student enrolled in first grade; or an ungraded student who is 6 years old on September 1 of the reporting year.
02	Second Grade	Student enrolled in second grade; or an ungraded student who is 7 years old on September 1 of the reporting year.
03	Third Grade	Student enrolled in third grade; or an ungraded student who is 8 years old on September 1 of the reporting year.
04	Fourth Grade	Student enrolled in fourth grade; or an ungraded student who is 9 years old on September 1 of the reporting year.
05	Fifth Grade	Student enrolled in fifth grade; or an ungraded student who is 10 years old on September 1 of the reporting year.
06	Sixth Grade	Student enrolled in sixth grade; or an ungraded student who is 11 years old on September 1 of the reporting year.
07	Seventh Grade	Student enrolled in seventh grade; or an ungraded student who is 12 years old on September 1 of the reporting year.
08	Eighth Grade	Student enrolled in eighth grade; or an ungraded student who is 13 years old on September 1 of the reporting year.
09	Ninth Grade	Student enrolled in ninth grade; or an ungraded student who is 14 years old on September 1 of the reporting year.
10	Tenth Grade	Student enrolled in tenth grade; or an ungraded student who is 15 years old on September 1 of the reporting year.
11	Eleventh Grade	Student enrolled in eleventh grade; or an ungraded student who is 16 years old on September 1 of the reporting year.
12	Twelfth Grade	Student enrolled in twelfth grade; or an ungraded student who is 17+ years old on September 1 of the reporting year.
AE	Adult Education	Adult Education – Not regular High School diploma track: Enrolled in GED program, Adult High School Diploma program, or Other Post Secondary Education.

LOOKUP VALUES FOR (RESDCNTYCD – RESIDENT COUNTY CODE)

Code	Name	Description
01	Baker	Baker County
02	Benton	Benton County
03	Clackamas	Clackamas County
04	Clatsop	Clatsop County
05	Columbia	Columbia County
06	Coos	Coos County
07	Crook	Crook County
08	Curry	Curry County
09	Deschutes	Deschutes County
10	Douglas	Douglas County
11	Gilliam	Gilliam County
12	Grant	Grant County
13	Harney	Harney County
14	Hood River	Hood River County
15	Jackson	Jackson County
16	Jefferson	Jefferson County
17	Josephine	Josephine County
18	Klamath	Klamath County
19	Lake	Lake County
20	Lane	Lane County
21	Lincoln	Lincoln County
22	Linn	Linn County
23	Malheur	Malheur County
24	Marion	Marion County
25	Morrow	Morrow County
26	Multnomah	Multnomah County
27	Polk	Polk County
28	Sherman	Sherman County
29	Tillamook	Tillamook County
30	Umatilla	Umatilla County
31	Union	Union County
32	Wallowa	Wallowa County
33	Wasco	Wasco County
34	Washington	Washington County
35	Wheeler	Wheeler County
36	Yamhill	Yamhill County
99	Out of State	Out of State County

LOOKUP VALUES FOR (ADMPROGTYP CD – ENROLLED PROGRAM TYPE CODE)

Code	Name	Description
01	Standard	Student attending full-time (1.0 FTE) or half-time (0.5 FTE) regular school classrooms, or full-time alternative programs.
02	ESL	Student who participated in an English as a Second Language program during the reporting period.
03	Pregnant and Parenting	Student who is a parent at some point during the reporting period and is receiving Pregnant and Parenting services.
04	Large Group	Instruction provided by an alternative program approved by the district to a class of 16 or more students.
05	Case Management	Time spent by an instructor working on behalf of a student in that program to obtain other educational or social services. These hours must be verifiable, and permission to count them must be specifically authorized.
06	Intermediate	Instruction provided by an alternative program approved by the district to a class of 6-15 students.
07	Small Group	Instruction provided by an alternative program approved by the district to a class of 2-5 students.
08	Employed Minors	Student between the ages of 14 and 18 who is employed and enrolled in classes for employed children (ORS 336.135).
09	Shared Time	Instruction provided in a public school, or public or private alternative program, to supplement home or private instruction.
10	Tutorial	Instruction provided to one student by a certificated staff member in an alternative program approved by a school district.
11	Expanded Options	Student participating in coursework on a college campus or through college distance learning options through the Expanded Options program (SB 300).
12	College Coursework Not Expanded Options	Student participating in coursework on a college campus or through college distance learning options not through the Expanded Options program (SB 300).
13	College Coursework – No Credits	Student participating in coursework on a college campus but the school district has not received the college coursework credit hours from the college. May be used in periods 1, 2 and 3 but not in the annual collection. The school district will not receive funding for this student.
14	Graduates – non attending, but met requirements	Students who did not attend school but met all the graduation requirements, including the Essential Skills requirement, and were awarded a regular high school diploma by the school district. The school district will not receive funding for this student. Code 14 may be used at anytime during the reporting period when the student is awarded a regular high school diploma.

LOOKUP VALUES FOR (ADMENDDTCD – ENROLLMENT END DATE CODE)

Code	Name	Description
00	Not Applicable	Not Applicable
1A	Same School and Program	Students are in the same school and program
1B	Different School Within Same District	Students are in a different school (or in a different program within a school) within the same district
1C	Same District – No Particular School	Students are in the same district and receiving education services, but not assigned to a particular school
1D	Same District – School Not Specified	Students are in the same district but no specific school information was available
2A	Enrolled in Another District	Students are enrolled in another public school district or public agency in the same state
2B	Enrolled in Non-Public School or Setting	Students are enrolled in a nonpublic K–12 school or setting in the same state
2C	Enrolled in Another State or Country	Students are enrolled in a public or nonpublic school in another state or outside the United States
3A	Withdrew for Personal or Academic Reasons	Students withdrew for personal or academic reasons
3B	Exceeded Age Requirements	Students exceeded age requirements, including any religious or cultural age limits recognized by state law or policy
3C	Removed For Reasons Other Than Health	Students were removed from the education system for reasons other than health, and they are not expected to return
3D	Enrolled in Adult Education	Students enrolled in adult education, or some type of education program that does not lead to a diploma or other credential recognized by the state
3E	Not Enrolled – Status Unknown	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy)
3F	Non Returning Student	Students who did not re-enroll by October 1 as expected after completing the prior school year. This code may only be used during the Cumulative ADM Exit Adjustment window.
4A	Completed Diploma-Track Program and Met Requirements for HS Diploma	Students completed an approved program of study and met all state or district requirements for a high school diploma

Code	Name	Description
4B	Completed Diploma-Track Program and Did Not Meet Requirements for HS Diploma	Students completed an approved program of study for high school completion, but did not meet all state or district requirements for a diploma
4C	Completed Non Diploma-Track Program and Received Certificate	Students completed a program of study that did not address state diploma requirements and received a certificate of achievement or attendance [e.g., special education students in Individualized Educational Programs (IEP)]
4D	Completed Vocational Program and Received Certificate	Students completed a vocational education program and earned a certificate recognized by the state or district
4E	Received HS Diploma Equivalency Certificate (i.e. GED)	Students passed an equivalency examination through an approved program, such as the GED; and met other state or district requirements for a high school equivalency certificate or diploma
5A	Not Attending for Disciplinary or Other Eligibility Reasons	Students are not attending for disciplinary or other eligibility reasons, but are eligible to enroll at a later date
5B	Not Receiving Services Due to Long Term Medical Condition	Students have a long-term medical condition, or are in drug treatment or a rehabilitative center, that prevents them from receiving services, but are eligible to return to school
5C	Enrolled in a Foreign Exchange Program	Students are enrolled in a foreign exchange program, and are eligible to return to school in the United States
5D	Enrolled in an Early Admission College Program	Students are enrolled in an early admission college program but are eligible to return to graduate (such students often re-enroll and graduate on the same day)
5E	Withdrawn and Under Compulsory Attendance Age	Students are under the age for compulsory school attendance and withdrawn from school (usually for reasons of immaturity), but are eligible to return
6A	Died or Permanently Incapacitated	Students have died or are permanently incapacitated
6B	Returned After Receiving Completion Credential and Exited Again	Students have returned to school after receiving a completion credential or after they reached the age until which the state guarantees a free, appropriate public education; and have subsequently exited school

LOOKUP VALUES FOR (ADMDIPLOMATYPCD – DIPLOMA ISSUED TYPE CODE)

Code	Name	Description
0	Not Applicable	Not Applicable
1	Regular High School Diploma	A regular high school diploma that meets all the district and state requirements.
2	Modified High School Diploma	A modified high school diploma that meets all of the district and state requirements.
3	Adult High School Diploma	An adult high school diploma issued by a community college.
4	Extended High School Diploma	An extended high school diploma that meets all of the district and state requirements.

LOOKUP VALUES FOR (ADMWTHDRFCTRCD – WITHDRAWAL FACTOR CODE)

Code	Name	Description
00	Not Applicable	Not Applicable
11	Pregnant or student parent	Pregnant or student parent
12	Working > 15 Hrs/Week	Working more than 15 hours a week
19	Attended 3 or More Schools	Attended three or more high schools overall (including this one)
35	Frequent discipline referrals	Frequent discipline referrals
45	Too far behind	Too far behind in credits to catch up
53	Substance abuse	Substance abuse
64	Peer pressure	Student felt peer pressure to not achieve or to leave school
69	Lack of parental support	Lack of parental support for education
71	Dysfunctional Home	Dysfunctional home (parental substance abuse, parents absent, etc.)
73	Other Factor	Other Factor designated by this school

LOOKUP VALUES FOR (ADMFTE – FULL TIME EQUIVALENCY)

Code	Name	Description
10	1.0 (Full Time)	Full Time – Scheduled to participate in more than one-half of the full-day program. Kindergarten students are given an FTE of 1.0, regardless of the length of their program.
05	0.5 (Part Time)	Part Time – Scheduled to participate in one-half or less of the full-day program.
00	Not Applicable	Not Applicable

LOOKUP VALUES FOR (ADMTUITIONTYPCD – ENROLLED TUITION TYPE CODE)

Code	Name	Description
S	State Funded	Average Daily Membership (ADM) funds go to the resident district.
P	Paid Tuition	Tuition for the student is paid from a source other than the state school fund (Tuition Type Codes 'S' or 'F').
F	Fully State Funded	Funds for the student placement in the program are provided directly to the contractor operating the program by ODE. Fully state funded programs are Long Term Care and Treatment (LTCT) Facilities, Hospital programs, OSB, and OSD.

LOOKUP VALUES FOR (RDESNTLSKILLCD – READING ASSESSMENT OF ESSENTIAL SKILL CODE)

Code	Name	Description
0	Not Applicable	Not Applicable
1	Completed via OAKS	Completed via OAKS
2	Completed via Work Sample scored locally	Completed via Work Sample scored locally
3	Completed via Work Sample scored externally (not the state)	Completed via Work Sample scored externally (not the state)
4	Completed via Purchased Standardized Assessment, Scored Externally	Completed via Purchased Standardized Assessment, Scored Externally
5	Completed via another assessment scored locally	Completed via another assessment scored locally
6	Completed via another assessment scored externally	Completed via another assessment scored externally
7	Completed via Extended Assessment	Completed via Extended Assessment
8	Completed via Modified OAKS in English or Spanish	Completed via Modified OAKS in English or Spanish
9	Completed via Modified Work Sample in English - scored externally	Completed via Modified Work Sample in English - scored externally
A	Completed via Modified Work Sample in English - scored locally	Completed via Modified Work Sample in English - scored locally
B	Completed via Modified Work Sample in a language other than English - scored locally	Completed via Modified Work Sample in a language other than English - scored locally
C	Completed via Modified Work Sample in a language other than English - scored externally	Completed via Modified Work Sample in a language other than English - scored externally
D	Completed via Work Sample in a language other than English - scored externally	Completed via Work Sample in a language other than English - scored externally
E	Completed via Work Sample in a language other than English - scored locally	Completed via Work Sample in a language other than English - scored locally
F	Completed via other approved standardized assessment in a language other than English	Completed via other approved standardized assessment in a language other than English
G	Completed via locally developed assessment in a language other than English - scored locally	Completed via locally developed assessment in a language other than English - scored locally
H	Completed via locally developed assessment in a language other than English - scored externally	Completed via locally developed assessment in a language other than English - scored externally

I	Completed via Modified locally developed assessment in English – scored locally	Completed via Modified locally developed assessment in English – scored locally
J	Completed via Modified locally developed assessment in English – scored externally	Completed via Modified locally developed assessment in English – scored externally
K	Completed via Modified locally developed asmt-language other than Eng-scored locally	Completed via Modified locally developed asmt-language other than Eng-scored locally
L	Completed via Modified locally developed asmt-language other than Eng-scored externally	Completed via Modified locally developed asmt-language other than Eng-scored externally

LOOKUP VALUES FOR (WRESNTLSKILLCD – WRITING ASSESSMENT OF ESSENTIAL SKILL CODE)

Code	Name	Description
0	Not Applicable	Not Applicable
1	Completed via OAKS	Completed via OAKS
2	Completed via Work Sample scored locally	Completed via Work Sample scored locally
3	Completed via Work Sample scored externally (not the state)	Completed via Work Sample scored externally (not the state)
4	Completed via Purchased Standardized Assessment, Scored Externally	Completed via Purchased Standardized Assessment, Scored Externally
5	Completed via another assessment scored locally	Completed via another assessment scored locally
6	Completed via another assessment scored externally	Completed via another assessment scored externally
7	Completed via Extended Assessment	Completed via Extended Assessment
8	Completed via Modified OAKS in English or Spanish	Completed via Modified OAKS in English or Spanish
9	Completed via Modified Work Sample in English - scored externally	Completed via Modified Work Sample in English - scored externally
A	Completed via Modified Work Sample in English - scored locally	Completed via Modified Work Sample in English - scored locally
B	Completed via Modified Work Sample in a language other than English - scored locally	Completed via Modified Work Sample in a language other than English - scored locally
C	Completed via Modified Work Sample in a language other than English - scored externally	Completed via Modified Work Sample in a language other than English - scored externally
D	Completed via Work Sample in a language other than English - scored externally	Completed via Work Sample in a language other than English - scored externally
E	Completed via Work Sample in a language other than English - scored locally	Completed via Work Sample in a language other than English - scored locally
F	Completed via other approved standardized assessment in a language other than English	Completed via other approved standardized assessment in a language other than English
G	Completed via locally developed assessment in a language other than English - scored locally	Completed via locally developed assessment in a language other than English - scored locally

H	Completed via locally developed assessment in a language other than English - scored externally	Completed via locally developed assessment in a language other than English - scored externally
I	Completed via Modified locally developed assessment in English – scored locally	Completed via Modified locally developed assessment in English – scored locally
J	Completed via Modified locally developed assessment in English – scored externally	Completed via Modified locally developed assessment in English – scored externally
K	Completed via Modified locally developed asmt-language other than Eng-scored locally	Completed via Modified locally developed asmt-language other than Eng-scored locally
L	Completed via Modified locally developed asmt-language other than Eng-scored externally	Completed via Modified locally developed asmt-language other than Eng-scored externally

LOOKUP VALUES FOR (SKESNTLSKILLCD – SPEAKING ASSESSMENT OF ESSENTIAL SKILL CODE)

Code	Name	Description
0	Not Applicable	Not Applicable
2	Completed via Work Sample scored locally	Completed via Work Sample scored locally
3	Completed via Work Sample scored externally (not the state)	Completed via Work Sample scored externally (not the state)
4	Completed via Purchased Standardized Assessment, Scored Externally	Completed via Purchased Standardized Assessment, Scored Externally
5	Completed via another assessment scored locally	Completed via another assessment scored locally
6	Completed via another assessment scored externally	Completed via another assessment scored externally

LOOKUP VALUES FOR (MAESNTLSKILLCD – MATHEMATICS ASSESSMENT OF ESSENTIAL SKILL CODE)

Code	Name	Description
0	Not Applicable	Not Applicable
1	Completed via OAKS	Completed via OAKS
2	Completed via Work Sample scored locally	Completed via Work Sample scored locally
3	Completed via Work Sample scored externally (not the state)	Completed via Work Sample scored externally (not the state)
4	Completed via Purchased Standardized Assessment, Scored Externally	Completed via Purchased Standardized Assessment, Scored Externally
5	Completed via another assessment scored locally	Completed via another assessment scored locally
6	Completed via another assessment scored externally	Completed via another assessment scored externally
7	Completed via Extended Assessment	Completed via Extended Assessment
8	Completed via Modified OAKS in English or Spanish	Completed via Modified OAKS in English or Spanish
9	Completed via Modified Work Sample in English - scored externally	Completed via Modified Work Sample in English - scored externally
A	Completed via Modified Work Sample in English - scored locally	Completed via Modified Work Sample in English - scored locally
B	Completed via Modified Work Sample in a language other than English - scored locally	Completed via Modified Work Sample in a language other than English - scored locally
C	Completed via Modified Work Sample in a language other than English - scored externally	Completed via Modified Work Sample in a language other than English - scored externally
D	Completed via Work Sample in a language other than English - scored externally	Completed via Work Sample in a language other than English - scored externally
E	Completed via Work Sample in a language other than English - scored locally	Completed via Work Sample in a language other than English - scored locally
F	Completed via other approved standardized assessment in a language other than English	Completed via other approved standardized assessment in a language other than English
G	Completed via locally developed assessment in a language other than English - scored locally	Completed via locally developed assessment in a language other than English - scored locally
H	Completed via locally developed assessment in a language other than English - scored externally	Completed via locally developed assessment in a language other than English - scored externally

I	Completed via Modified locally developed assessment in English – scored locally	Completed via Modified locally developed assessment in English – scored locally
J	Completed via Modified locally developed assessment in English – scored externally	Completed via Modified locally developed assessment in English – scored externally
K	Completed via Modified locally developed asmt-language other than Eng-scored locally	Completed via Modified locally developed asmt-language other than Eng-scored locally
	Completed via Modified locally developed asmt-language other than Eng-scored externally	Completed via Modified locally developed asmt-language other than Eng-scored externally

SAMPLE — INTER-DISTRICT TRANSFER AGREEMENT REQUEST FORM

SCHOOL YEAR _____

For Office Use Only

Student ID#

NON-RESIDENT DISTRICT _____

RESIDENT DISTRICT _____

Male _____ Female _____

Date of Birth _____ Enrolled Grade _____

Legal Last Name _____ Legal First Name _____ Legal Middle Name _____

House Number/Street Address _____

Apartment Complex _____ Apartment # _____

City _____ State _____ Zip _____

Primary Phone of Parent/Guardian _____ Secondary Phone _____

Parent/Guardian Name (Person in Parental Relationship) _____

Is the student on an Individualized Education Plan (IEP) for Special Services? Yes _____ No _____

(If YES, STOP HERE – Refer to OAR 581-021-0019(3)(d))

Does the student plan to participate in interscholastic activities? _____ Yes _____ No

Has the student been suspended? _____ Reason: _____ When? _____

Has the student been expelled? _____ Reason: _____ When? _____

Is the expulsion still in effect? Yes _____ No _____

Reason for the transfer request (explain in detail). If more space is needed please attach additional sheets to this form:

Attendance Records Attached? _____ Yes _____ No If no, reason: _____

I hereby certify that the information I have provided is true and I understand that falsely responding to any of the questions herein will result in denial and/or revocation of this request. I acknowledge that the resident and non-resident districts will exchange student educational records and other educationally relevant information.

Signature of Parent/Guardian _____ Date _____
(Person in Parental Relationship)

Final Action of Resident District: _____ Approved _____ Denied _____ Reason for Denial/Comments: _____

Superintendent/Designee: _____ Date: _____

Final Action of Non-Resident District: _____ Approved _____ Denied _____ Reason for Denial/Comments: _____

Superintendent/Designee: _____ Date: _____

STAFF RESPONSIBILITIES AND CONTACT LIST

The ESD Regional Partner in your region is your contact person for submitting the Cumulative ADM data collection. Please contact them if you have questions regarding how to submit the data.

ESD REGIONAL PARTNERS AND REGION

Region 1	Region 2	Region 3
<p>Karen Brown Smith 1-800-706-4447 x 3124 (541) 966-3124 (locally) karen.brown@imesd.k12.or.us</p> <p>Peter Campbell 1-800-706-4447 x 3203 peter.campbell@imesd.k12.or.us</p> <p>Serves the following counties: Benton Clackamas Clatsop Columbia Hood River Linn Lincoln Marion Multnomah Polk Tillamook Washington Wasco Yamhill</p>	<p>MJ Chain 877-373-3684 (541) 440-4756 (locally) mj.chain@douglasesd.k12.or.us</p> <p>Serves the following counties: Coos Crook Curry Deschutes Douglas Jackson Jefferson Josephine Klamath Lake Lane</p>	<p>Karen Brown Smith 1-800-706-4447 x 3124 (541) 966-3124 (locally) karen.brown@imesd.k12.or.us</p> <p>Peter Campbell 1-800-706-4447 x 3203 peter.campbell@imesd.k12.or.us</p> <p>Serves the following counties: Baker Gilliam Grant Harney Malheur Morrow Sherman Umatilla Union Wallowa Wheeler</p>

ODE STAFF

ADM General Assistance	Joy Blackwell	(503) 947-5767
ADM Technical Help & SSID merges	ODE Helpdesk	(503) 947-5715
High School Completers	Jon Wiens	(503) 947-5764
State School Fund Calculations	Michael Elliott	(503) 947-5627
Alternative Education Programs	Drew Hinds	(503) 947-5799
Charter Schools	Margaret Bates	(503) 947-5688
High School Diploma Essential Skills	Derek Brown	(503) 947-5841
Migrant Education	Jonathan Fernow	(503) 947-5807
Indian Education	Steve Woodcock	(503) 947-5797
Expanded Options Program	Reynold Gardner	(503) 947-5615
Long-Term Care and Treatment Programs	Cherisse Loop	(503) 947-5776
Juvenile Corrections Programs	Beth Blumenstein	(503) 947-5617
School and District Report Cards	Jon Wiens	(503) 947-5764
AYP (Adequate Yearly Progress)	Cynthia Yee	(503) 947-5780
Data Quality Validations	Isabella Jacoby	(503) 947-5878

